

CORPUS CHRISTI HOUSING AUTHORITY
NOTICE OF JOB VACANCY
INTERNAL/EXTERNAL POSTING

Job Posting Number: _____	Job Title: <u>Property Manager</u>
Grade: <u>22</u>	Opening Date: <u>February 22, 2019</u>
Bi-Weekly Salary: _____ Per Hour: <u>22.75</u>	Closing Date: <u>Open until filled</u>
Work Location: <u>Navarro Place/Leeward Homes</u>	
Number of Openings: <u>1</u>	Type of Opening: <u>Full Time</u> Driver's License Required: <u>Yes</u>

Job Summary:

Under the general direction of the Sr. VP of Asset Based Management, performs managerial and supervisory work of considerable difficulty involving the management and operation of multiple subsidized housing developments, which includes responsibility for utilization of assigned personnel and available resources in order to accomplish Housing Authority goals. Routinely works independently in the operation and management of developments. Work requires the ability to interact with the public. Performs other duties as assigned.

Requirements:

1. Required - Associates Degree in Business, Liberal Arts or a related field, plus two (2) years of related experience. An equivalent combination of directly related education and experience may be substituted for the degree.
2. Required - Must be certified as a Public Housing Manager or become certified within one (1) year of hire.
3. Required - Must hold a valid Driver License and maintain a satisfactory driver's record.
4. Required - Ability to work hours other than 8-5 in variable weather conditions and overtime as required to meet Housing Authority goals and objectives.
5. Required - Ability to use a personal computer with emphasis on word processing and spreadsheet software.
6. Preferred - Academic course work in Business Management and one (1) year of supervisory experience.
7. Preferred - Certified Apartment Property Supervisor (CAPS) or Certified Apartment Manager (CAM).
8. Preferred - Ability to converse in Spanish.

This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). **Section 3 participants are encouraged to apply.**

APPLICATION INSTRUCTIONS

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ www.hacc.org. Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310

THE CORPUS CHRISTI HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER